



## REGISTRATION APPLICATION FOR LEA DAY RATE (NOT REQUIRING LODGING)

Name: \_\_\_\_\_ LEA jurisdiction: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Special Needs (dietary/disability) \_\_\_\_\_

**PLEASE REGISTER NO LATER THAN JUNE 16, 2006**

**DAILY USAGE FEE:** Includes meals, use of conference facilities, field trip, trade show, Monterey Bay Aquarium reception (depending on date selected) and all applicable conference fees and taxes. Please check the days you will be attending below.

<input type="checkbox"/> Entire Conference Tues –Thurs	<b>\$250</b>	= \$ _____
<input type="checkbox"/> Tuesday August 1	<b>\$90</b>	= \$ _____
<input type="checkbox"/> Wednesday August 2	<b>\$90</b>	= \$ _____
<input type="checkbox"/> Thursday August 3	<b>\$70</b>	= \$ _____
<b>Total</b>		= \$ _____

1. PLEASE SUBMIT A COPY OF THIS FORM AND THE ORIGINAL FIELD TRIP AND RECEPTION REGISTRATION FORMS TO: Melissa Hoover-Hartwick at [mhoover@ciwmb.ca.gov](mailto:mhoover@ciwmb.ca.gov) or Fax: 916.319.7309

2. THEN SEND ORIGINAL REGISTRATION FORM AND PAYMENT TO: Portola Plaza Hotel  
2 Portola Plaza, Monterey, CA 93940  
Phone: (831) 649-4511

**Questions?** Call Melissa Hoover-Hartwick at (916) 341-6813

**METHOD OF PAYMENT—Please include credit card information or check with registration form. ALL RESERVATIONS WILL NEED TO BE GUARANTEED. IN ORDER TO GUARANTEE A RESERVATION A DEPOSIT EQUIVALENT TO ONE NIGHT'S ROOM AND TAX, OR THE GUARANTEE OF SAME BY MAJOR CREDIT CARD IS REQUIRED.**

☐ Check enclosed payable to Portola Plaza Hotel:

Check # \_\_\_\_\_ Amount \_\_\_\_\_

☐ Charge my registration fee(s) of \$ \_\_\_\_\_ to: ☐ Visa ☐ MasterCard ☐ Am. Ex.

Card Number: \_\_\_\_\_ Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Cancellation Policy:** There will be no room cancellation fee for reservations cancelled forty-eight (48) hours prior to the scheduled date of arrival. If reservations are NOT cancelled prior to forty-eight (48) hours in advance, a "no-show" fee equivalent to one night's room rent will be assessed.